Please read this guide carefully before completing the application form.

1. General Information

The BA (Hons) Applied Business programme offered by the School of Continuing and Professional Education, City University of Hong Kong (CityU SCOPE), is not funded by the University Grants Committee. CityU resources are generally not available to participants unless special arrangements are made through CityU SCOPE. In terms of status, participants are considered to be extension students of CityU SCOPE, and not regular CityU students.

Please refer to the programme brochure regarding the programme structure, application period, programme fees, supporting documents to be attached with your application and programme specific entrance requirements.

2. Application Fee

A non-refundable and non-transferable fee of HK$140 is charged for each application. Methods of payment:

(a) Local applicants residing in Hong Kong

- By direct deposit or ATM transfer to CityU’s Hang Seng Bank Account: 293-318028-003.
- By bill payment service provided by the ATM of HSBC, Hang Seng Bank and JETCO, bill account number: 030001407, bill type: 03.

Please retain the payment slip (the Deposit Form, or the original copy of the ATM Advice) and attach it to the Application Form as proof of payment.

(b) Applicants residing overseas

By bank draft drawn in Hong Kong dollars in favour of “City University of Hong Kong”.

Please do not pay by personal cheques or enclosing cash.

The application fee must be received before an admission application is processed.

3. Submission of Application

**By mail**

A completed application form with supporting documents should be returned by mail to CityU SCOPE Main Office at the following address before the application deadline:

School of Continuing and Professional Education (SCOPE)
LG/F, Academic Exchange Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong

**By hand**

You may also submit the application in person to the following centres during office hours:

1) CityU SCOPE Main Office at the above address; OR
2) CityU SCOPE Tsim Sha Tsui East Learning Centre at UG203, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon; OR
3) CityU SCOPE Admiralty Learning Centre at 8/F, United Centre, 95 Queensway, Admiralty, Hong Kong.

For submission outside office hour, please drop your application in the 24-hour Collection Box in either location 1 or 3.

Applications are processed on a rolling basis. Early applications are therefore encouraged in order to gain a better chance of being admitted. Fax is not accepted.

4. Supporting Documents

Documents to be submitted with the completed application form:

a. proof of application fee payment; and
b. photocopies of certificates and transcripts of previous studies and / or professional qualifications in support of your qualifications claimed in the application form.

All submitted documents will NOT be returned. Original documents will need to be presented for verification during registration. Provision of any false or misleading information or failure to supply the full documentation for verification will lead to DISQUALIFICATION of the application and any offer made will be rescinded. All fees paid will NOT be refunded.

5. Multiple Applications

You may apply for more than one programme of study. In case you receive more than one admission offer from CityU SCOPE, you can only choose to enrol in one programme.
6. Use of Application Information

The information that you provide in the application form, including the HKID number, examination results and qualifications will be used for the following purposes:

- as a basis for various types of processing in relation to your application;
- as a basis for selection of applicants for admission in 2014/2015 to the programme you applied for and for other relevant or related purposes;
- for obtaining from the relevant examination authority, assessment body or academic institution in Hong Kong and elsewhere information about your public examination results, records of studies or professional qualifications if deemed appropriate;
- for transferring relevant data to the student record system of the overseas awarding institution and CityU SCOPE upon successful outcome of your application;
- for statistical and research purposes (with personal identifiers removed).

In accordance with the Personal Data (Privacy) Ordinance, you have the right of access to, and correction of the information contained in the application form, and the right to request a copy of such data during the admission exercise. If you wish to obtain more information, please write to CityU SCOPE. For details of the Personal Data Collection Statement, please refer to the website: www.cityu.edu.hk/ce/pdcs. Unsuccessful application data will be destroyed at the end of the admission exercise.

7. Change in Correspondence Information after Submission of Application

You should immediately notify CityU SCOPE, in writing, of any changes in correspondence information such as address and/or telephone number after submission of application (fax: 3442 0399, e-mail: scope@cityu.edu.hk). Please state clearly your name and the programme applied for in the notification. If you fail to inform us of the changes, you may not receive important correspondence from us. You may be asked to provide documentary proof of these changes.

8. Application Acknowledgement and Enquiries of Application Status

An acknowledgement of application will be sent to you via email. Enquiries about your application status can be made at our website: www.cityu.edu.hk/ce/enrol/que seven working days after submission of application form.

9. Selection and Result Notification

Applicants must ensure that they satisfy the specified entrance requirements before application. Selection will be made on the basis of the information provided in the application form and in particular, academic and professional qualifications, work experience and the performance at the interview, if any. Additional information provided to us, after commencement of the selection process will be considered only at the discretion of the relevant admission panel. Applicants may be required to attend an interview as part of the selection process. Applicants who are shortlisted for interview/test or are offered admission to a programme will receive individual notification by mail and/or by phone. Successful applicants are required to pay an acceptance fee of HK$5,000 by the specified date as shown in the offer letter. Unsuccessful applicants and applicants being placed on the waiting list will also be notified by mail.

10. Applicants with Physical or Other Disabilities

The admission of an applicant to the programme is based on academic criteria and other specified entrance requirements. If you have a physical or other disabilities, you are not required to declare this at the application stage, and you will receive the same consideration as other applicants. Naturally it would be better for you to avoid programmes where a physical disability could hamper your progress (e.g. a programme requiring frequent fieldwork.)

11. Cancellation of Programmes

CityU SCOPE reserves the right to cancel any programme in which case all fees paid by applicants will be refunded.

12. Enquiries

School of Continuing and Professional Education (SCOPE)
Location: LG/F, Academic Exchange Building
City University of Hong Kong
Tat Chee Avenue
Kowloon, Hong Kong
Office hours: 9:00 am – 12:00 noon (Mondays to Saturdays)
2:00 pm – 5:00 pm (Mondays to Fridays)
Closed on Sundays and Public Holidays
General enquiries: 3442 7423 / 3442 5809
Fax: 3442 0399
E-mail: team5@scope.edu
Website: www.cityu.edu.hk/ce/cebaab